



PROGRAM SERVICES MINUTES

**Stephanie Smitley, Committee Chair – Stephanie.smitley@aspenacademymn.org
Angie Tuma – Angela.tuma@aspenacademymn.org**

**Wednesday, October 28th 2015 at 4:06pm
Mrs. Tuma's Classroom**

In Attendance: Stephanie Smitley, Angie Tuma, Mike McNulty, Janelle Mellgren, Julie Herman, Jennifer Halko, Tina Houglum

- I. Review Policy 516 – Student Medication – The committee decided to use the MSBA model policy with a few changes. Section III. D. “or other designated person” will be added. Section III. J. 7. A secondary student (7th-8th grade) will be added. There were a few clarifying questions. Section III. H. – the Administering Prescription Medication form is kept in the health record section. Mr. McNulty is looking into having a nurse come to the school and look at guidelines and procedures for the administration of drugs, as in Section III. I. Mrs. Halko thought Scott County might be a good resource for that. Parents do provide verification from the doctor that their student does know how to use an inhaler, if needed (Section III, J. 5.c). Mrs. Herman will look into having individualized written health plans for students who have epi auto-injectors. No changes were made to the Administration of Medication Form.
- II. Review Policy 521 – Student Disability Nondiscrimination – Aspen’s current policy followed the MSBA model policy mainly except for 2 additions in section II. A. and III. Disabled students will change to students with disabilities. Mrs. Herman or designee will be filled in as the 504 Coordinator. She is looking into getting a Student Disability Discrimination Grievance Report Form, as stated in section III.
- III. Review Policy 531 – The Pledge of Allegiance – No changes were made to this policy. One member brought up it might be nice to have students say the pledge at the beginning of the day over the phone intercom system. Admin will continue that conversation.
- IV. Review Policy 609 Religion – The committee decided to use the MSBA model policy. It was more thorough than the current policy. The only change made was superintendent

will be changed to director. Ms. Mellgren will try and find the previous directives and guidelines referred to in section III. B.

- V. Policy 427 Workload for Certain Special Ed Teachers – The model MSBA policy was used for this. Aspen did not have a previous 427. Superintendent will be changed to director and section IV. Collective Bargaining Agreement Unaffected will be removed. Aspen does not have collective bargaining.

Stephanie will make the necessary adjustments to each policy and present them to the board for a first read at the November board meeting.

Adjourned: 4:45pm